

### **Where can I find a copy of my Collective Agreement?**

All Collective Agreements can be found on the staff portal or by clicking the links here:

[CUPE Collective Agreement - Secretarial/Clerical/EA/ECE](#)

[CUPE Collective Agreement - Maintenance/Caretaking](#)

[EFTO Collective Agreement](#)

[EFTO Collective Agreement - Occasional](#)

[OSSTF Collective Agreement](#)

[PSSP Collective Agreement](#)

### **I have changed my address and/or marital status, who do I tell to make these changes?**

If you have moved or are changing your marital status/last name, you will first need to update your name on your SIN with Service Canada. For more information, please visit their [website](#). You will need to complete the - [Employee Information Change Request](#) and send a copy of your marriage certificate to Susan Bowles - [bowless@limestone.on.ca](mailto:bowless@limestone.on.ca) in HR.

### **How do I stop contributing to the CPP?**

Employees 65 to 70 years of age who wish to stop contributing to the Canada Pension Plan, or who want to revoke a prior election, can do so by filling out the CPT30 form. This can be found here - [CPT30 Form](#). This form needs to be forwarded to the payroll department - [payroll@limestone.on.ca](mailto:payroll@limestone.on.ca)

### **I am having difficulty logging onto e-serve. What should I do?**

Your username is the first part of your email before the @ and your password is the number you received (to view your paystub) by email. If you receive an error when logging in, please contact the e-serve Administrator for assistance - [sdsadmin@limestone.on.ca](mailto:sdsadmin@limestone.on.ca)

### **Where do I go to obtain an employment verification letter?**

If you are needing a letter to verify your employment, please contact Susan Bowles in HR - [bowless@limestone.on.ca](mailto:bowless@limestone.on.ca)

### **I have changed my banking, what is the appropriate way to let Payroll know?**

You need to complete an Employee Information Change Request. This form needs to be forwarded to the payroll department - [payroll@limestone.on.ca](mailto:payroll@limestone.on.ca). This form can be found on the Portal under the forms hub, or by clicking here - [Employee Information Change Request](#)

### **Do I get paid statutory holidays while in a long-term position?**

In a long-term position, you are only paid for the days worked, therefore you are not paid for statutory holidays.

### **When will I get paid?**

Casual employees are paid 2 weeks in arrears. Permanent employees are paid up to date. The pay schedule can be found on the Portal or by clicking here - [Payroll Schedule 2023-2024](#)

### **When will ROE's be issued?**

ROE's will be issued after your last pay period date. ROE's are sent electronically to Service Canada. HR will notify payroll that there will be a lapse in your employment and the reason. Payroll will then issue a ROE according to those directions. ROE's will not be issued for Christmas or March Break unless requested.

### **How do I access my pay stub?**

When you first started with LDSB you were sent an email with the steps to retrieve your PIN. Your paystub/tax slip will be sent to your email automatically. Your username is the beginning of your email. <https://sdsweb.limestone.on.ca/sds/> **This link will only work from a Limestone location** (the username is your limestone email, and the password is your email password). If you forgot your PIN, simply click on the Forgot Your Password Link and it will be emailed to you.

### **When are timesheets due?**

Timesheets are due on Tuesday at 12noon and will need to be properly filled out and signed off on by the Supervisor/Principal before submission. Any timesheets submitted after the dead line may result in payment on the following pay date.

### **Why did I pay Teachers Pension Plan (TPP) on a non-teaching position?**

Once you become a certified teacher you must pay into the Teachers Pension Plan. Qualified teachers must contribute to OTPP if they are working in any capacity at a school board. Contributions are mandatory for all qualified teachers, whether they are in a teaching or non-teaching role.

### **What do I need to do once I become a certified teacher and I am waiting on my OCT #?**

Please contact HR - [Human Resources Contacts](#) as soon as you receive your temporary OCT #. Once you are given a temporary OCT # you must start contributing to Teachers Pension Plan (TPP).

### **How is my pay calculated for my permanent teaching position?**

Pay Calculation:

Grid rate / teaching days = Daily Rate

Daily Rate x FTE x teaching days = Salary Entitlement

Salary Entitlement / pay periods remaining = Bi-weekly pay

***\*Please note, pay calculations would be the same for both Elementary and Secondary Teachers; however, the scenarios below are based on an Elementary grid.\****

Scenario 1

Beginning of school year  
Teacher is an A4 009 1.00 FTE

$\$90,733.00 / 194 = \$467.70$   
 $\$467.70 \times 1.00 \times 194 = \$90,733.00$   
 $\$90,733.00 / 26 = \$3,489.73$  Bi-weekly pay

Scenario 2

Beginning of school year teacher has less than a 1.00 FTE  
Teacher is an A4 009 .80 FTE

$\$90,733.00 / 194 = \$467.70$   
 $\$467.70 \times .80 \times 194 = \$72,587.04$   
 $\$72,587.04 / 26 = \$2,791.81$  Bi-weekly pay

Scenario 3

February 1, teacher returns from leave. Teacher is an A4 009 1.00 FTE (Calculation based on 2021/2022 school year calendar).

$\$90,733.00 / 194 = \$467.70$   
 $\$467.70 \times 1.00 \times 100$  (teaching days remaining until end of June) = \$46,770.00  
 $\$46,770.00 / 15$  (pay periods remaining until last pay in August) = \$3,118.00 Bi-weekly pay.